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ADDENDUM 1

Date of Addendum: April 2, 2012
Request for Proposal (RFP) 13-0209

TRANSPORTATION OPERATOR

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge this addendum will prevent the bid or proposal from being considered for award.

This addendum DOES NOT change the date for receipt of proposals. The opening time and location are unchanged as well.

The purpose of this addendum is to provide general statements regarding the work to be performed and address various questions received from prospective responding vendors. This amendment provides a general summary of the pre-proposal conference and certain additional information. A list of pre-proposal conference attendees has been included on the County website page for this solicitation. It was confirmed that this was a "non-mandatory" pre-proposal conference. The conference commenced with a general review of the RFP with specific emphasis paid to various specific terms and conditions of the RFP including:

- The time frame stated for receipt of proposals,
- The detailed purpose statement in RFP Section 1.1,
- The need for all inquiries to be routed to the contracting officer per RFP Section 1.2,
- The evaluation criteria stated in RFP Section 1.3,
- The intended contract term as stated in RFP Sections 1.4 and 1.5,
- The fact that pricing adjustments are available for each year of performance after the initial year,
- The insurance requirements stated in RFP Section 1.8,
- The fact that bonding is not required,
- The detailed proposal preparation directions stated in RFP Sections 1.13
- The HIPPA requirements expressed in RFP Section 1.21
- The need to provide an operational office in Lake County (RFP Section 1.25),

- The requirements expressed throughout the RFP (with specific reference to Section 1.31 and the Federal Clause Set that comprises attachment five to the RFP), regarding federal compliance in general, and with particular attention directed to the DBE/Small Business participation goals and processes contained in County policy and procedure.

It was confirmed that quantity estimates stated in the RFP were based on historical quantities, and the resulting contract would involve no minimum or guaranteed quantities. It was also confirmed that all attachments to the ITB were available at the County website for separate download activity, and that vendors needed to be fully aware of, and compliant with, all such requirements. After receiving a confirming comment from attending vendors that the pricing tables appeared clear and comprehensive, the floor was opened to questions. The following questions were presented either during the course of, or subsequent to, the conference (responses are provided immediately after the question):

Question 1: Are the points to be assigned to evaluation criteria available for distribution?

Answer 1: No, the County does not use a “point-based” evaluation process.

Question 2: Is the stated need for a “case worker” a true option for the vendor?

Answer 2: It is such. Vendors may decline to provide for this effort without penalty. The County does desire to have a price and capability proposed for this position.

Question 3: Will the County consider pricing incentives in regards to performance standards being exceeded in addition to the liquidated damages stated for failure to meet standards?

Answer 3: Not initially, but may be considered if budgetary conditions improve.

Question 4: One vendor asked a series of prepared questions relating to union involvement, vehicle parking and maintenance locations, degree of vehicle maintenance provided by the County, and other related matters.

Answer 4: This led to discussions that confirmed locations, confirmed that the County would provide for full operational and mechanical maintenance at its Groveland facility, and that a mechanic/service vehicle would be provided to support initial pullout of fixed route and paratransit vehicles each morning during peak pullout. The vendor asking the questions stated they would review, revise, and submit their list of questions. Those questions and related answers are included in this addendum.

Question 5: Is the vendor or the County responsible for payment of utilities?

Answer 5: The vendor shall pay for utilities at any facility secured by the vendor in support of contract operations. The County will be responsible for payment of utilities at any County operated facility utilized by the vendor.

Question 6: Will the vendor be provided the use of space and equipment at any County-operated facility? Will there be a tour of facilities?

Answer 6: Drivers will have access to the break room at the new Fruitland Park location. We will provide a tour of the facilities on April 4, 2013 from beginning at 1:00 p.m. Those interested should meet at 2420 US 441/27 Fruitland Park.

Question 7: Regarding the vehicle listing, are any additional vehicles on order?

Answer 7: A new Eldorado to support the fixed route service is expected within the next month. Purchase activity has been initiated for four (4) replacement Paratransit cut-aways, (2) two replacement stretcher vehicles, and (3) MVI special need vehicles.

Question 8: Will the stretcher-capable vehicles come with stretchers provided?

Answer 8: Yes, the stretcher vehicles will be equipped with Ferno Model 35A stretchers.

Question 9: How many fixed route buses will be based at the new Public Transportation office?

Answer 9: It is estimated that 15 fixed route vehicles will be located at the new Public Transportation Office.

Question 10: What is the cut-off date for further questions?

Answer 10: April 9, 2013

Question 11: Please provide the company that Lake County utilizes for Vehicle Cleaning. What company does the current contractor utilize?

Answer 11: The contract can be viewed at the following link:

http://www.lakecountyfl.gov/pdfs/Procurement_Services/term-supply_contracts/13-0307.pdf

Question 12: What is the type of two-way radio communications currently being used?

Answer 12: MV uses Nextel cell phones.

Question 13: Are the vehicles stored at the County's Maintenance Facility or at the Contractor's?

Answer 13: The County will provide at least three locations to park vehicles as follows: Fruitland Park (primarily for fixed route vehicle parking), Astatula land fill, and the current location on Griffin Road in Leesburg. The County is open to the Contractor providing a place to park the paratransit vehicles.

Question 14: What is the daily peak number of vehicles for each type of service?

Answer 14: Seven (7) fixed route. Fifty six (56) paratransit.

Question 15: How many non-revenue support vehicles are provided by the current contractor?

Answer 15: Two Chevy sedans (may be used by fixed route drivers during relief or other county business, the county may consider up to three), two paratransit buses for Fixed Road Supervisors. The County is open to discussion regarding this matter.

Question 16: Please provide the current rates paid to the existing contractor.

Answer 16:

- \$17.65 per trip for all paratransit trips (this is the blended rate for ambulatory and wheelchair within and outside of the service area)
- \$39.79 per hour for stretcher service
- \$39.79 EOC Service
- \$39.79 Paratransit special group and special events
- \$39.79 Fixed Route Service

Question 19: Please provide the average daily revenue and deadhead hours/miles that are being provided.

Answer 19: That information is in the Scope of Services Page 7.

Question 20: How many operating days are being provided on annual basis?

Answer 20: Last NTD year 322 paratransit and 253 fixed Route.

Question 21: Please provide the average daily trips being provided.

Answer 21: That information is in the Scope of Services Page 7.

Question 23: For the Current Fiscal Year, please provide the price billed by the Current Contractor including any fixed monthly fees, variable per hour or per trip rates, and any other any other contracted service categories or rates charged by the Contractor.

Answer 23: See question 16. In addition, the existing contract can be viewed at the following link:

http://www.lakecountyfl.gov/pdfs/Procurement_Services/term-supply_contracts/05-011.pdf

Question 25: When does the County anticipate that they will advise the Contractor of an award?

Answer 25: We anticipate being in a posture to complete award in June

Question 26: Please verify that there is no bid bond or performance bond required for this

Answer 26: So verified

Question 27: Please provide the list of attendees at the pre-bid meeting.

Answer 27: Presently included on the County website page for the action.

Question 32: What is the current Cost per Hour for Fixed Route service, Deviated Fixed Route Service and Stretcher Services?

Answer 32: See responses to questions 16 and 23

Question 33: The table on page 7 of the Statement of Work indicates a projection of 148,039 trips for Lake County Connection; however, the pricing section indicates 143,000 trips. What assumptions should a Vendor make regarding the difference in numbers?

Answer 33: The information in the pricing section is based on historical data. The projection is a projection. Please be fully aware that all trip quantities are provided for information only. The County makes no guarantee, and agrees to no set minimum, in regards to actual quantities of effort.

Question 52: What is the current cost per unit for vehicle cleaning services?

Answer 52: See response to question 11.

Question 53: Please clarify that the provider will be required to have an office in the county with an individual that is authorized to address contract issues. Can this individual be the Project Manager or does it have to be a corporate staff?

Answer 53: The office located in the County shall be fully staffed to provide all operations and functions. The Project Manager for the contracted effort shall be based in this office.

Question 55: The DBE goal has been set at 14.6% for this contract. If the prime contractor is a DBE will the provider also need to meet the DBE goal by subcontracting with another

Answer 55: Encouraged but not required.

Question 56: What have been the biggest transit challenges for the county during the current contract period?

Answer 56: Funding, the implication of Medicaid Reform, ensuring adequate fixed route vehicles for pullout, and continuing to increase ridership.

Question 57: We are requesting a copy of the current Contractor's Contract with Lake County Transportation Services.

Answer 57: See response to question 23

Question 60: Who will be responsible vehicle fuel purchases, and can you please clarify fuel reimbursement Policy?

Answer 60: Unless another process is proposed and accepted, the vendor will be provided fuel cards that can be used at selected commercial gas stations. If the vendor uses a facility where the fuel card is not accepted, the vendor will bear the cost of the purchase and will not be reimbursed, unless there are extenuating circumstances such as a natural disaster.

Question 63: Please provide a list of attendees at the pre-bid meeting.

Answer 63: Currently posted on the County's webpage for the RFP.

Question 64: Can you please clarify what vehicle fleet parts the Contractor will be responsible for and what parts Lake County will be responsible for?

Answer 64: Except for accidents faulted to the vendor, or caused by vandalism while the vehicle is in the control of the contractor, the County will provide all vehicle maintenance parts as part of its maintenance function.

Question 65: Please provide a Vehicle Replacement Plan, indicating the existing vehicles that will start the service, the retirement date, and when new vehicles will be introduced.

Answer 65: See Attachment 1 to the Scope of Work

Question 68: Can you please provide a list of current vehicle list inclusive of the following: vehicle makes, model and year, engine type, current mileage, capacity (Seated and WC), and vehicle fuel requirement? Do the current vehicles have wheel chair tie downs?

Answer 68: Most of this information is provided in Attachment 1 to the Scope of Work.

Question 72: What has been the DBE Participation % for each current contractor for each of the last 5 years?

Answer 72: The County has not realized any significant portion of the DBE percentage goal under the contract. As a matter of confirmation, the goal was established after award of the current contract.

Question 73: Please provide copies of the annual DBE Reports, indicating volumes used with each DBE and/or a list of the DBE vendors currently providing services to the contractor.

Answer 73: The reports reflect the response to question 72.

Question 86: Please provide the current revenue rates for current Contractor for each service provided?

Answer 86: See response to question 16

Question 91: How much office space will be required for County staff? What functions will the County staff be responsible for? Who is responsible for office computers and equipment?

Answer 91: The vendor will not be responsible for providing office space and related office equipment to County staff.

Note: As suggested by the question numbering used above, various questions remain to be answered. Questions were numbered upon receipt. It has been determined appropriate to provide the questions that have responses finalized to date via this addendum 1. There will be a follow-up addendum 2 which will include the balance of the questions and responses. All questions will continue to be numbered based on the originally assigned numbering scheme.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____